



Community Event – Firefighter Visit – Fire Station Tour – Request Form

To request a fire engine and/or a fire department representative to attend your event or to schedule a fire station tour, please complete and submit this form at least 2 weeks prior to the event. Please note: Participation at community events, firefighter visits and fire station tours are coordinated around our “on-duty” firefighter’s training schedule, therefore, they may be late and/or must leave during the event to respond to an emergency.

Organization/Group Name/Name of Event: _____

Point of Contact Name: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Event Information:

☐ Station Tour ☐ School Visit ☐ Community Event: _____

☐ Other: _____

Event Address: _____ (Must be within the Merced City Limits) Specific Room/Location: _____

Specific Station/Equipment/Personnel Requested: _____

Please provide a possible date and time that works for your group. *Requests before 9:00 a.m. or on Tuesdays will not approved.* Please plan between 20-30 minutes for station tours and firefighter visits. Group size is limited to 6 – 24 people.

Requested Date: _____ Start Time: _____ End Time: _____

Estimated Number of Children: _____ Estimated Age Range: _____ Estimated Number of Adults: _____

If applicable, what information would you like to have presented?

Are there any special needs for your group? Please specify: _____

---- For Fire Department Use Only ----

☐ Approved Date: _____ Assigned to: _____

☐ Denied: (Complete Reason) ☐ Non-Conforming Group ☐ Scheduling Conflict ☐ No Crew Availability

Chief Officer Signature: _____

☐ Hats ☐ Stickers ☐ 2nd Grade Props ☐ Detail Specific Materials: _____

MFD Completed Public Education Request? ☐ Yes ☐ No, Reason: _____

Comments: _____